Mission Statement: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

Present: Stephanie Brown, Susan McMurray, Eddie Galvan, Paula Brown, Reza Farzin, Brian Henderson, Adrienne Brown, Sara Rubio, Elliott Mason Jr., Jean Grooms, Shazia Khan, Dan Ruiz, Bobbi Villalobos

Agenda

1. Approval of Agenda

2. Approval of Minutes (postponed until next meeting)
   S. Khan is working on compiling notes from several past meetings.

3. Unfinished Business

   a. Student Equity Plan Rough Draft Update

   The Student Equity Plan (SEP) rough draft was presented with the following information:
   - S. McMurray will check if the Institutional Effectiveness Committee needs to approve the plan.
   - SEP must be submitted by November 7, 2014
   - SEP must be presented at the district Institutional Effectiveness Comm. on November 19, 2014.
   - Final draft is due November 21, 2014
   - SEP team meetings will be held on October 21st and October 23rd.
   - 20 pages of SEP is data.
   - Contents of SEP:
     - Foster youth
     - Minority groups
   - Outcomes
     - Professional Development for enhanced teaching
   - S. Rubio asked to include Transfer/Career on BA.6 of SEP.

Next Meeting: Monday, November 3, 2014, 1:30p.m. – 3:00p.m., SSA 219
• The budget portion of the SEP is not asking for a definite budget but the source such as SSPP, BSI, Program 100, CTE, etc...

• Data Tools Used:
  o In-house survey
  o Institutional Effectiveness
  o Survey monkey
  o Data Mart

b. Website for Umbrella & ATD
   • The website needs to be revised for accreditation, better information, and inclusive of all previous information.
   • S. Khan will begin working on a template including previous meeting minutes, and resources.

c. SSU Committee Proposal
   • Dr. Villalobos will check on the status with the president.

d. Basic Skills Initiative (BSI) Report Update: Budget
   • The amount budgeted to LAHC returned from $81,000 to $90,000.

4. New Business
   a. California Reading Association (CRA) Conference Debrief
      • S. Khan attended the CRA conference in Sacramento, CA on October 17th and 18th. S. Khan shared reading strategies for reading non-fiction text, shared the concept of closed reading, and shared the teaching technology tool of www.photopeach.com.
      The next CRA conference will be held in Anaheim, CA.

   b. Research & Planning (RP) Conference Debrief
      • The RP conference was held from October 8-10, 2014.
      • The Culturally Responsive Teaching poster/presentation was very well received, and the entire conference was very informative.

   c. LLRC Grand Opening & ATD Leader College Celebration: November 17, 2014

d. District Updates
   • ATD District Press Conference: Will be held October 22, 2014 and Dr. Lee will be speaking.
   • Student Success Summit: First-Year-Experience will be held on October 24, 2014 from 9:00 a.m. – 2:00 p.m.

5. Next Steps
   • Discuss the CCRC article at the Student Success Umbrella meeting on November 17, 2014 from 1:30 p.m. – 2:00 p.m.

6. Good of the Order

Next Meeting: Monday, November 3, 2014, 1:30p.m. – 3:00p.m., SSA 219
• D. Ruiz gave an update on the Harbor Advantage program. He requested a computer lab for a day so Harbor Advantage students can self-enroll in classes for spring.
• D. Ruiz requested a Wednesday in November.
• S. McMurray reminded the Committee that there will be emergency drills on Wednesday, November 19th and there is one Wednesday before Thanksgiving in which students may not attend.
• D. Ruiz will also prepare and give data on FYE including their retention and grades at a later date.

7. Items from the Floor

8. Adjourn